



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REPROGRAPHICS SUPERVISOR II	34	H	9.704
REPROGRAPHICS SUPERVISOR I	31	H	9.705

SERIES CONCEPT

Incumbents in this class supervise either a major diversified printing and reproduction services section engaged in the composition, reproduction, and offset printing of multi-color process work or a major diversified printing and reproduction services section engaged in offset duplicating of multi-color work and photographic laboratory work for mapping and photogrammetry. Incumbents assign work; direct production operations; develop production standards and procedures; and perform related duties as required.

Schedule and monitor printing and reproduction work for the section to ensure production schedules are achieved. This includes providing recommendations to the manager of the section regarding the scheduling of new work; monitoring the status of jobs in progress; responding to inquiries from clients; adjusting schedules in response to production problems.

Assists clients in planning jobs and provides cost estimates of time and materials by consulting with clients and providing assistance regarding the layout of the project and suitable materials and methods; estimating the time required to complete the project; consulting a materials price schedule to determine the cost of supplies and materials; preparing a quotation sheet.

Monitors the quality of jobs to ensure compliance with printing specifications and monitors the efficiency of work procedures by reviewing jobs in progress; suggesting different methods or techniques; conserving materials and supplies.

Assists in section planning and the development of the section budget by providing the manager of the section with estimates of the number and types of projects planned; requirements for personnel, materials and supplies; evaluating and recommending new types of equipment.

Supervises printing and reproduction services section personnel including composing technicians; offset press operators; offset machine operators, photographic laboratory technicians, and bindery workers to include hiring, training, assigning and review work, and completing performance evaluations.

Performs offset printing and reproduction; operates process cameras; strips negatives; makes plates; and performs related duties to assist with production activities.

CLASS CONCEPTS

REPROGRAPHICS SUPERVISOR II

Under the general direction of an administrative services officer, the incumbent in this class plans, organizes and directs the overall operations of a major printing and reproduction services section engaged in offset reproduction of multi-colored work and photographic laboratory work for mapping and photogrammetry. This includes coordinating and scheduling all jobs; developing a schedule of charges for duplicating services; developing and monitoring the section budget; recommending and

CLASS CONCEPTS (cont.)

providing justification for new equipment needs; negotiating maintenance agreements for equipment; ensuring adequate supplies and materials area available; monitoring the section's hazardous communication program; and directing and supervising photographic laboratory operations.

REPROGRAPHICS SUPERVISOR I

Under the general supervision of a printing manager or a Reprographics Supervisor II, incumbents perform the duties described in the series concept, provide assistance to the manager or supervisor in coordinating and overseeing reproduction activities, and supervise three or more journey level offset machine operators and/or offset press operators.

Incumbents in positions allocated to this class are primarily responsible for supervising all offset printing and offset reproduction activities for the agency to which they are assigned to ensure adherence to production standards and deadlines.

MINIMUM QUALIFICATIONS

REPROGRAPHICS SUPERVISOR II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and two years of supervisory experience which included responsibility for supervising a printing and reproduction services section engaged in the offset duplicating of multi-color work and photographic laboratory work for mapping and photogrammetry; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of state administrative regulations, policies and procedures pertaining to purchasing and personnel.

Ability to establish long and short term goals for the section. Ability to analyze and evaluate section policies and procedures in order to implement changes or recommend new policies and procedures. Ability to formulate and administer a section budget.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, and equipment used in photographic laboratory work for mapping and photogrammetry.

Ability to establish section priorities which accurately reflect the relative importance of printing and reproduction requests.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

REPROGRAPHICS SUPERVISOR I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education and four years of journey level experience which included responsibilities for producing multi-color work on a variety of offset duplicating machines and offset presses, photographing copy, stripping negatives, and platemaking; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of state administrative regulations, policies and procedures pertaining to purchasing and personnel. General knowledge of the methods, materials, and equipment used in photographic laboratory work for mapping and photogrammetry. General knowledge of the principles and practices of management and supervision. General knowledge of accounting procedures. Working knowledge of four color process printing.

Ability to establish work priorities and train, motivate and supervise staff to accomplish the objectives of the section.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the methods, materials, and equipment used in offset printing, offset duplicating, and bindery work. Thorough knowledge of the methods, materials, and equipment used in process camera work and platemaking. Thorough knowledge of the maintenance requirements of offset printing, offset duplicating, platemaking, and bindery equipment.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to produce quality process work and/or multi-color work on a variety of offset presses and offset duplicating machines. Ability to organize production operations to optimize efficiency and minimize duplication of effort. Ability to plan and schedule a large volume and variety of jobs and estimate cost and completion times. Ability to establish and maintain cooperative working relationships with co-workers, agency staff, and vendors. Ability to read and interpret equipment manuals, printing copy, and specifications. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures. Ability to write grammatically correct correspondence and reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.704</u>	<u>9.705</u>
ESTABLISHED:	1/1/69	1/1/61
REVISED:	12/19/85-12	12/19/85-12
REVISED:	7/1/89P	7/1/89P
	9/27/88PC	9/27/88PC
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC